

# USAID CCN SOLICITATION ANNOUNCEMENT

**Solicitation No.:** 72062122R10001

January 18, 2022

**The U.S. Mission in Dar es Salaam is seeking eligible and qualified applicants for the position below.**

**Who May Apply:** Offerors/Applicants must be Tanzanian citizens

**Hiring Agency:** United States Agency for International Development (USAID)

**Position Title:** Procurement Agent

**Grade:** FSN - 09

**Open Date:** January 18, 2022

**Close Date:** January 31, 2022

**Basic Function of Position:** The incumbent is a Procurement Agent located in the USAID/Tanzania Executive Office. The incumbent is responsible for procurement of a variety of commodities and services for USAID/Tanzania. This includes, but is not limited to Service Contracts, Blanket Purchase Agreements, Contracts, Purchase Orders, Task Orders, Delivery Orders, USG Purchase Card, State Department ARIBA actions and procurements not covered under the annual ICASS. The procurement level is limited to the Simplified Acquisition warrant level of the Supervisory EXO (S/EXO), currently set at \$250,000.00. Incumbent reports directly to the S/Executive Officer, USAID/Tanzania.

**Education:** A University degree or equivalent in Purchasing, Business Administration, Accounting, Finance, or Public Administration is required.

**Experience:** Three years of progressively responsible experience in procurement or a related field is required.

**Language:** Level IV (Fluency) of **English-language** capability in verbal and written communication is required. Level IV (Fluency) in **Kiswahili** is also required.

**HOW TO APPLY:**

Only online applications will be accepted via [usaidtzlesapps@usaid.gov](mailto:usaidtzlesapps@usaid.gov)

**NOTE:** As this solicitation is also open to external applicants, interested internal candidates should apply by using their USG emails and not personal email addresses.

**Applicants MUST follow instructions in the solicitation.**

**Failure to do so will result in an incomplete application.**

Drafted: HRA DGisdakis

Cleared: USAID HTuwa (ok)

Approved: MGT SMirza (ok)